



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A review of the application by Realty Staff that the application is complete and has met initial criteria necessary to proceed with request.
1.2 Process Overview	<p>This process includes review and analysis all documentation that is required to complete a Trust to Trust and/or Trust to Fee transaction in compliance with statutory and regulatory requirements. This includes the review of an automated application transferred by BRDM to Program Staff and automated receipt of the Categorical Exclusions/Environmental issues from LNRUM. For a Gift Deed, Partition, Exchange, Removal of Restrictions, or Patent in Fee, this will include Appraisal information. A Surveyor will provide appropriate automated information and documentation.</p> <p>Identify problems with this process that may be resolved through BRDM's Conduct Outreach Activities (B.5.1 Conduct Outreach and B.5.2 Post Outreach Activities). Provide support and/or participate in outreach activities.</p>
1.3 Stops With	Completed analysis of the conveyance package.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.3: Title, Realty, and Administrative Information – Develop, maintain, and make readily available accurate and current asset ownership and administrative information that is managed to professional fiduciary standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiary may be contacted and asked to provide additional information or documentation.



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
BIA	Region		Review information submitted for compliance with statute, law, regulation and policy. Participate in outreach activities when requested by the BRDM process.
Tribe	Applicable Tribal Office		For compacted and contracted Tribes that have assumed this responsibility, the Tribe performs all DOI functions except those considered inherently federal.

4.2 External Organizations. Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Receipt of an application from BRDM.	Program Staff receives a completed application from the BRDM.	Upon receipt.

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
Application for Trust to Trust and/or Trust to Fee/Removal of Restrictions transaction.	Submit automated request and appropriate documentation for review including: narrative covering jurisdictional, administrative, existing land use plans; historical information; maps/plats; environmental documentation; tribal resolution; survey; appraisal/valuation; intended use; statutory authority for acquisition; and ownership information.
Documentation from LNRUM	LNRUM has reviewed and approved or prepared a Categorical Exclusion, Environmental Assessment, and Phase I Site Assessments in relation to the proposed acquisition. Submits an automated report to Staff for inclusion in the official record.
Survey	Receive automated Survey data information.

6.2 Outputs

Output	Description
Completed Application Package for Trust-Trust and/or Trust-Fee	Completed package for conveyance that has all required checklist documents.



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
Archaeological Resources Protection Act 1979; P.L. 96-95; 93 Stat. 721; 16 U.S.C. 470aa.		Provides for protection and management of archeological resources and requires notification to affected tribes.
Endangered Species Act 1973 as amended, 16 U.S.C. 1531		Requires all Federal agencies to consult with the Fish and Wildlife Service to ensure that any Federal actions or activity is not likely to jeopardize existence of any species or result in destruction of critical habitat.
Native American Graves Repatriation Act 1999; P.L. 101-601; 25 U.S.C. 3001.		Provides that Federal Agencies must consult with tribes or individuals regarding handling and dispositions of "cultural items" as defined by the Act.
National Environmental Policy Act 1969; P.L. 91-190; 83 Stat. 852; 42 U.S.C. 4321		Establishes national policy for protection and enhancement of the human environment.
National Historical Preservation Act 1966; P.L. 89-655; 80 Stat. 915; 16 U.S.C. 470 and amended 1980; P.L. 96-515; 94 Stat 3000; 16 U.S.C. 470a.		Addresses the preservation of historic properties. Properties may be eligible in whole or in part because of historical importance to tribes, Alaska Native, and individual Indians including traditional religious and cultural importance.
Deputy Commissioner's Memo (April 17, 2002)		Policy statement indicating that the notice and comments provisions, and NEPA provisions, do not apply to mandatory acquisitions. It was also noted, however, that 602 DM 2 is still applicable.
DOJ Title Standards 2001		Standards for the preparation of title evidence in land acquisitions by the United States.



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

Obligation	Source	Business Impact
54 BIAM Bureau of Indian Affairs Real Property Management		Patents in Fee, Certificates of Competence, and Removal of Restrictions, Sale of Allotted and Purchased Lands, Exclusive of Five Civilized Tribes Allotted Lands, Partitions of Inherited Allotments (Except as to Osage and Five Civilized Tribes), Removal of Restrictions and Sales of Five Civilized Tribes Allotted Lands Land Allotments
25 USC 2201 Indian Land Consolidation Act (ILCA) of 1984, Amended 2000		Prevent further fractionation of trust allotments and to consolidate fractional interests ... into usable parcels. When there are no eligible heirs, land can be purchased by a co-owner or by the tribe in an effort to reduce fractionation and emphasize tribal sovereignty. ILCA also, in defining the term Indian, redefines who is eligible to hold land in and cash Trust. Has not been implemented and may be replaced by another amendment to ILCA.

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Compliance Review/Audit	Verification of compliance with standardization requirements.	Annual Central Office review of adherence to conveyances process requirements.



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Integrated Database System	Automated format to allow staff to transmit necessary documents.
Office Filing System	Documentation will be placed in the Official Record.

9. Inter-Process Relationships

Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors. Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
O.1.1	Receive and Review Application Request	Reviews and analyzes all documentation that is required to complete the conveyance. This includes the review of application submitted by BRDM to the Program Staff. The compliance documentation (Categorical Exclusions/Environmental issues) is supplied by LNRUM. The valuation reports are supplied from LNRP. Any identified issues should be addressed by either applicant or reviewing office. Requestor addresses any issues which may arise. The BRDM process includes a requested review of survey data.
O.2.2	Provide Existing Information to Requestor	Existing survey data is reviewed and a response is sent to requestor if needed for a conveyance.
O.2.8	Provide Results to Requestor	Survey service results are sent to requestor if needed for a conveyance.
B.6.2.1	Beneficiary Involvement for Ownership.	Assist in coordinating responses to objections or negotiate considerations to objections. Letters of support may be received in lieu of objections.



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Complete Application Package (Trust-Trust & Trust-Fee)

Process Number

This includes the acquisition/disposal portion of some Partitions, Exchanges, Gift Deeds, Removal of Restrictions, and Patent in Fee

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

O.1.2

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
O.1.3	Prepare recommendation for Delegated Line Official	This includes preparation of an automated format to address the background of the application and supporting documentation required to support the decision recommended by the staff.
B.5.1	Conduct Outreach Activity	Participation in Outreach opportunity is requested.
B.5.2	Post Outreach Activity	Participation in debrief of Outreach opportunity is needed.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment